

# **Internships at the Michigan Historical Museum**

## **AVAILABILITY:**

Internships are available at our flagship site in Lansing year-round. Summer internships are available at all Michigan Historical Museum System sites including:

- The Michigan Historical Museum, Lansing
- Walker Tavern Historic Site, Brooklyn
- Fayette Historic Townsite, Garden
- Michigan Iron Industry Museum, Negaunee
- Tawas Point Lighthouse, East Tawas
- Mann House, Concord
- Hartwick Pines Logging Museum, Grayling
- Civilian Conservation Corps Museum, Roscommon
- Fort Wilkins and Copper Harbor Lighthouse, Copper Harbor
- Sanilac Petroglyphs, Bad Axe

## **INTERNSHIP OPPORTUNITIES**

- (1) All interns will have the opportunity to gain a better understanding of overall museum operations.
- (2) Those interns whose primary responsibilities are in units other than the education unit will be required to assist the education unit by helping to conduct tours, education and public programs.
- (3) If a student has a particular interest in the museum field not listed below, he or she may make a proposal to museum staff to develop an internship project.

**The following is a list of unpaid internships at the Michigan Historical Museum.**

### **Museum Education Interns**

Museum education interns will plan, develop and conduct tours and education and public programs through costumed interpretation, hands-on activities and heritage crafts demonstrations for school groups, scout programs, adult groups, and other visitors during the week and/or on weekends including setup and cleanup and conduct surveys that assess and evaluate museum programs. Programs include the "Every Day Life of the Lumberjack," Michigan's Immigrants and Migrants," and "Mining Iron and Copper" for students in grades 4 through 8; "Grandma's and Grandpa's Memories" for children in pre-school through first grade; and "My Community—Butcher, Baker, Candlestick Maker" for grades 2-3. The intern may also work with Education and Visitor Services Units to revise orientation procedures and create/revise methods for education program scheduling.

### **Museum Costumed Interpreter Interns**

The Museum staff needs actors and musicians to develop historical characters for presentation in galleries in a museum setting. Costume designers are also needed to develop and sew and/or design historical costumes.

### **Museum Collections Interns**

Collections staff interns will: physically document objects in the museum collections; update its collection database; track objects on exhibit, at field sites and in storage; and do inventory and object care in preparation for moving all the objects from their current storage facility to a new

one. Museum Collection interns will research, catalog, photograph, number and store information into an ARGUS database; and/or help with inventory and object care.

### **Museum Exhibit Interns**

Exhibit staff interns will research special topics in Michigan history and work with staff to develop and design new exhibits and/or improve current exhibits at our flagship museum in Lansing or another museum site around the state. Interns will help develop temporary changing exhibits, design panels, create labels and/or storyline, expand current exhibits, develop hands-on activities, install displays or develop interactive programs at one of the museum system field sites.

### **Museum Research Interns**

Collections staff interns will research special topics in Michigan history that lay the foundation for new exhibits and/or improve current exhibits at our flagship museum in Lansing or at other museum sites around the state. Topics include: Michigan at home during the Civil War; the Underground Railroad in Michigan; Michigan mining in the 19<sup>th</sup> Century; Hudson's Department Store Window in the 1920s; roadside Attractions and/or; Michigan Votes; the history of Highway 12 and transportation improvements at Walker Tavern Historic Site; the role of Archaeology at Fayette Historic Townsite in Garden; issues related to Michigan's Mining and Iron Industry, and logging industry.

### **Museum Foreign Language Translator Interns**

Museum foreign language interns are needed to develop foreign language interpretive materials into several languages for non-English speaking visitors including: Spanish, French, Italian, Chinese, Japanese, Korean and German. Projects will include development of 'welcoming' brochures, 'self-guided' tour materials and educational materials that can also be put on our web site. Foreign language interns will also be scheduled as interpreters for pre-scheduled foreign tour groups.

### **Museum Tourism Marketing Interns**

Community relations interns will develop and implement marketing plans, expand e-mail marketing program, conduct visitor surveys, and re-invigorate the museum's group travel efforts. In addition to these projects, interns will have the opportunity to gain a better understanding of overall museum operations by assisting staff to deliver education and public programs.

### **Museum Interns (ADA Services)**

Interns in this category will help to develop adaptive educational materials for blind and visually impaired visitors.

### **Museum Events Planning Interns**

Museum events planning interns will work with the Community Relations Unit to assist in the delivery of after-hours rental events at the Michigan Historical Museum. Student interns will help develop and prepare promotional materials, meet with prospective clients, set up for events and prepare the museum for re-opening following an event.

### **Museum Designer Interns**

Museum design interns will work with the exhibit staff designing interpretive panels, hands-on activities and cases. Students should have experience with pc-based programs: Adobe Illustrator, Paintshop Pro and Photoshop. While students would be based in Lansing at our flagship museum, their products would be used not only here but also at our other sites around the state. Interns with expertise in animation or computer interactive programs might also develop such projects for exhibits. Interactive programs range from flip cards and push buttons to computer kiosks based on information found in labels and graphics. The programs allow for visitors to become more involved with exhibits.

### **Museum Photographer Interns**

Museum photographer interns will work with staff in the Community Relations Unit and the Collections Unit. The intern will take photographs of education programs and events for promotional use. The intern will also take photographs of artifacts to help document the museum collections.

### **INTERN REQUIREMENTS:**

Students must:

- Take initiative and be self-motivated
- Be detail-oriented and thorough
- Be interested in history
- Have an ability to work well individually and on a team
- Be willing to learn new skills
- Enjoy working with people—schoolchildren and adults
- Have good oral and written communications skills

### **MUSEUM STAFF RESPONSIBILITIES:**

Museum staff will mentor each student and help them develop specific responsibilities to meet their internship goals based on their experience and interest.

### **LEARNING AGREEMENT:**

Internships at the Michigan Historical Museum are based on learning objectives defined by the intern and his or her faculty adviser museum supervisor. The student and his or her museum supervisor will develop a project that will be mutually beneficial. The learning objectives will serve as a basis for evaluation and will identify the project, respective responsibilities, the length of the internship and the evaluation procedure.

### **EVALUATION:**

The intern and supervisor will each write an evaluation of the internship and submit them to the intern's faculty advisor and the museum internship coordinator. Interns are expected to provide the intern supervisor with any evaluation forms from their respective college or university.

### **CREDITS/GRADES:**

**Students *may* be eligible for academic credit.** The word "credit" applies to any numerical factors, grades or special arrangements that the school acknowledges for this purpose.

Students need to check with their respective college or university advisors or faculty to see if they might be able to satisfy internship requirements or perhaps independent studies.

Students must follow their college's or university's requirement to receive credits for their work and are responsible for seeing to it that all necessary paperwork is completed. Museum supervisors will provide evaluations and recommendations but will not provide a grade on their internship. Academic institutions determine the students' grades/credits.

**TIME REQUIREMENT:**

Flexible; minimum 10 hours a week during the week and/or weekends; fall, winter-spring or summer semester.

**APPLICATION DEADLINE:**

Ongoing. Internships are offered every semester: fall, winter-spring, summer.

**Internship Start Date:** ASAP. **Internship End Date:** To be determined.

**HOW TO APPLY:**

Send cover letter, **completed application form**, and resume to:

Martha Bloomfield, Community Relations

Michigan Historical Museum, 702 W. Kalamazoo, Lansing, MI 48909

E-mail: [bloomfieldm@michigan.gov](mailto:bloomfieldm@michigan.gov)

Telephone: (517) 373-7441; Fax: (517) 241-4738

**Web site:** [www.michigan.gov/museum](http://www.michigan.gov/museum)